

# **Darebin Council Creative Culture & Events venues**

## **Terms and conditions of hire**

For rehearsals and meetings which are not open to the general public and have capacity under 100 people.

# SECTION 1: KEY TERMS

## GENERAL TERMS & CONDITIONS

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## 1. DEFINITIONS

The words in italics in this Agreement are intended to have the following meanings:

**Agreement** means this agreement executed by the parties.

**Council** means Darebin City Council.

**Event** means the event or activity that the Hirer is hiring the Venue for, as specified in Section 1.

**Hire Period** means date/s and times specified in Schedule 1 in Section 3 of this Agreement.

**Hirer** means the individual, or representative of a group or organisation specified as the hirer in Section 1.

**Hiring Fee** means the hiring fee specified in Section 1.

**Section 1** means section 1 at the start of this Agreement.

**Venue** means the building in its entirety or a room or rooms within that building, as specified in Section 1.

**Venue Contact** means the Venue Manager, or any person employed by Council and appointed to act in their absence.

**Venue Staff** means all Council employees who work at the Venue.

## 2. HIRE OF VENUE

In consideration of the **Hirer** paying the **Hiring Fee**, **Council** grants to the **Hirer** a licence to use the **Venue** for the **Hire Period** subject to the terms and conditions of this agreement.

The **Hirer** must pay the **Hiring Fee** to **Council** by the due date specified in Schedule 1.

The **Hirer** is to adhere to the access times as booked. Nothing in this Agreement entitles the **Hirer** to access or use the **Venue** outside the **Hire Period**.

Additional room hire charges will apply for time used that is outside of the **Hire Period**.

The **Hirer** must use the **Venue** to conduct the **Event** and must not use the **Venue** for any other purpose.

## 3. INSURANCE

The **Hirer** must hold a current public liability insurance policy of at least \$20 million in respect of any one single event. A certificate of currency of insurance must be provided to the **Venue Contact** at least 10 days prior to the commencement of the **Hire Period**.

## 4. CANCELLATION

All cancellations are required in writing. The full cost of the booking will be charged if cancellations by the **Hirer** are received less than seven (7) days prior to the date of the **Hire Period**, and any non-refundable deposits or **Hiring Fee** will be forfeited.

**Council** may cancel the booking and terminate this **Agreement** at any time without reason upon giving the **Hirer** written notice at least seven (7) days prior to the date of the **Hire Period**.

**Council** is not required to pay the **Hirer** any compensation if the booking is cancelled or this **Agreement** is terminated.

## 5. RELEASE AND INDEMNITY

The **Hirer** hires and uses the **Venue** at the **Hirer's** own risk, and releases the **Council** to the extent permitted by law from all liability and loss in connection with the **Venue** (including where **Council** terminates this **Agreement** for any reason whatsoever).

The **Hirer** agrees to indemnify and to keep indemnified, the **Council**, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever, which may be brought or made or claimed against them, or any of them, in connection with the **Hirer's** occupation and use of the **Venue**.

## 6. DISPUTE AND COMPLAINTS

Any complaints can be made to the **Venue** in writing. In the event of any dispute or differences arising from the interpretation of these conditions, or any matter or thing contained therein, the decision of the **Venue Contact** shall be final and conclusive.

## 7. SINGLE-USE PLASTICS

All **Council** venues are single-use plastics free. Single-use plastic (e.g. plastic bags, plates, cups, bowls, straws, cutlery, cling wrap, balloons, glitter and takeaway food containers) should not be used in any **Council** venue.

The **Hirer** can use the glassware, jugs, mugs, plates and crockery provided by the **Venue** in place of single-use plastic products.

Exemptions to this policy may be made for health and safety reasons or where there is no other practical alternative product or distribution method available. All exemptions require prior written approval from **Council**. Please allow eight (8) weeks for processing requests.

## 8. GAMBLING

No games in which money is either directly or indirectly passed on as a prize will take place in any **Council** venue. The **Hirer** must not plan, undertake, or promote any gambling activity or advertise any gambling activity. **Council** will not provide community grants, funding, sponsorship, **Council** facilities, publicity or promotion for community groups or organisations that promote gambling.

## 9. SMOKING

All **Council** venues are smoke free zones. Smoking is not permitted inside any part of any of our venues. Smoking outside the **Venue** must take place at least ten (10) meters away from the **Venue**.

## 10. ANIMALS

The **Hirer** must not bring any animals into the **Venue** without the prior written consent of the **Venue Contact**. The **Venue Contact** reserves the right to withhold permission or impose any conditions of access as they consider appropriate.

Where animals are required on site as part of an **Event** (e.g. performing animals), the **Hirer** must abide by the **Venue's** Live Animal Policy. A copy of this policy may be requested from the **Venue Contact**.

The prohibition in the preceding paragraph does not apply to guide dogs under the control of visually impaired persons, or any other kind of assistance animals required for medical reasons.

## 11. CHILDREN

**Council** prides itself on being a child safe organisation and has zero tolerance for child abuse. A child refers to a person who is under 18 years of age. If the **Hirer's Event** involves direct, physical or face-to-face contact, or written or electronic communication (including via social media) with children while unsupervised, the **Hirer** must give **Council** a valid Working with Children Check at least 7 days prior to the date of the Event.

## 12. SUPERVISION OF CHILDREN

If the **Hirer** is using the **Venue** for programs or activities for children, the **Hirer** must provide competent, nominated adult supervision, at all times.

## 13. PRIVACY

Any personal information provided for this booking by the **Hirer** will not be disclosed, except if required by law, and will not be disclosed to others for marketing purposes.

Please refer to **Council's** Privacy Policy <http://www.darebin.vic.gov.au/Global/PrivacyStatement>

## 14. PUBLICITY

The **Hirer** must include an acknowledgement of the City of Darebin on all publicity and promotional material for the **Event**, if the **Hirer** has received a Community Grant, Community Rate or any other kind of sponsorship from **Council**. The **Hirer** must obtain the **Venue Contact's** prior written approval in respect of all publicity material that refers to the **Venue** and/or the **Event**. All publicity materials that require approval must be submitted at least ten (10) days prior to print deadline.

## 15. ADVERTISING MATERIALS

The **Hirer** must not display any signs, notices, posters or other advertising materials outside the **Venue** or around the **Venue** without written permission from the **Venue Contact**.

## 16. LIMITS OF HIRING

The **Hirer** can only use the part or parts of the building that they have hired. **Council** reserves the right to let any other portion of the building for any other purpose at the same time. No portion of the **Venue** shall be sub-let by the **Hirer**, or any occupancy transferred or assigned by the **Hirer**, without written consent by the **Venue Contact**, which consent may be granted or withheld in the **Venue Contact's** absolute discretion.

The **Hirer** must not use the address of the **Venue** as a contact place or registered office.

## 17. NON-EXCLUSIVE LICENSE

Without limiting clause 4, **Council** reserves the right to cancel any booking at a **Venue** when that **Venue** is required for urgent business, Municipal elections, State or Federal elections, or as required under the Municipal Emergency Plan, even if the **Venue** has been let and/or the conditions have been accepted and signed and the hire fee paid. In the event of **Council** cancelling a booking at a venue, **Council** is not liable to pay any compensation to the **Hirer**.

## 18. CODE OF CONDUCT

**Council** is committed to ensuring that its affairs are conducted ethically, professionally and in accordance with its statutory obligations under the Equal Opportunity Act. **Council** expects all **Venue Staff, Hirers, artists, audience members, contractors, and all other visitors** to its venues to adhere to **Council's** values of **Respect, Integrity, Collaboration, Creativity, Making a Difference, and Accountability**. This includes valuing diversity and accessibility, minimising harmful environmental impact, and promoting equal opportunity in the workplace. A copy of **Council's** values will be provided to the **Hirer** as part of their induction.

## 19. ACCEPTABLE BEHAVIOUR

The **Hirer** is responsible for the behaviour of everyone who is in the **Venue** during the **Hire Period** and this behaviour must be respectful and professional. Aggressive, threatening and discriminatory behaviour is not acceptable, will not be tolerated and will entitle **Council** to terminate the booking. This will include any non-refundable deposits being forfeited.

The **Venue Contact** has the right to refuse admission or to remove anyone from the **Venue** who engages in any type of behaviour which is not considered by **Council** to be acceptable behaviour.

If **Venue Staff** decide that it is necessary to contact Emergency Services to attend the **Venue** as a result of actions caused by the **Hirer** during the period of the hire, the **Hirer** is responsible for any costs incurred and must reimburse **Council** for any such costs upon demand.

## 20. NOISE

Noise levels, including amplified music and public address systems, must be kept at a level acceptable to the **Venue Contact**, unless previously agreed in writing with the **Venue Contact**.

The **Hirer** must also ensure that noise levels are kept to a minimum when vacating the **Venue**. The **Venue** is in a residential area and all efforts must be made not to disturb the neighbours.

## 21. REFUSAL TO HIRE

**Council** may refuse to hire its venues to individuals, groups or organisations, or for **Events** that do not align with its own policies, and statutory obligations under the Equal Opportunities Act.

Without limiting clause 4, the **Venue Contact** can refuse to hire the **Venue** even if the conditions have been accepted and signed and the **Hiring Fee** and Deposit paid. The **Hirer** agrees to accept that a cancellation may occur and to have no claim at law or in equity for any loss or damage in consequence thereof.

## 22. INDUCTION

All **Hirers** will be given a **Venue** and safety induction before the beginning of their hire. The **Hirer** will be required to sign the form on completion of the induction, acknowledging they have been made aware of the safety requirements of the **Venue**.

Please allow time in your scheduling for the induction to be completed, which will take 10 - 15 minutes.

## 23. HOUSEKEEPING

All entrances and exits at the **Venue** must be clear, at all times.

The **Hirer** must comply with all regulations under the Victorian Public Health and Wellbeing Act in relation to public buildings for the prevention of overcrowding, obstruction of gangways, passages, corridors, driveways or any other part of the building, and to the **Venue's** emergency evacuation procedures.

**Venue Staff** have complete control and supervision over all entrances and exits, and the **Hirer** must follow their direction, at all times.

## 24. FURNITURE AND SEATING

**Hirers** are required to obtain the **Venue Contact's** prior written approval in respect of floor plans and room layouts prior to the commencement of the booking. Every effort will be made to accommodate last minute changes however the **Venue Contact** cannot guarantee delivery.

## 25. HEAT AND FLAME

Fire of any kind, including but not limited to open flames, candles, incense, lamps, portable hot plates or gas heaters and fireworks are strictly prohibited, and must not be used without prior agreement in writing with the **Venue Contact**. A Safe Working Method Statement will be required to obtain a permit.

Any scenery or curtains brought on site by a **Hirer** must comply with safety requirements of the **Venue** or any relevant fire or safety law or regulation.

## 26. SMOKE DETECTORS

Smoke machines and hazers may be used with prior written approval from the **Venue Contact**. On written request to the **Venue Contact**, smoke detectors may be isolated if smoke machines or hazers are to be used. The **Venue Contact** reserve the right to prohibit the use of any equipment if it considers necessary.

If a smoke detector is activated as a result of an event that has not been approved by the **Venue Contact** and the Metropolitan Fire Brigade (MFB) attend, the **Hirer** will be responsible for payment of any call-out charge made by the MFB and must reimburse **Council** for any such charges upon demand.

## 27. HOT WORKS

The **Hirer** must obtain the prior written consent of the **Venue Contact** for any hot works that will take place as part of their hire, for example, welding and grinding. Any hot works requires a Safe Working Method Statement to be supplied by the **Hirer** to obtain such consent.



## 28. TESTING AND TAGGING (ELECTRICAL EQUIPMENT)

The **Hirer** is responsible for maintaining their own electrical equipment in a safe condition according to appropriate Australian standards. This includes equipment hired by the **Hirer** for use in the **Venue**.

The **Hirer** must ensure that any electrical appliance or equipment that has a flexible power supply cord is tested and tagged by a qualified person and display a current tag prior to the equipment being brought on site. Where necessary, any defective or potentially dangerous electrical equipment must be isolated and/or removed from the building.

## 29. ENVIRONMENTAL RESPONSIBILITY

On 5 December 2016, **Council** unanimously voted to recognise a state of climate emergency. **Council** venues are continually incorporating environmental features and improving sustainable practices. **Council** expects that all **Venue Staff**, **Hirers**, contractors and visitors to its venues reduce waste, conserve resources, and contribute to environmental sustainability.

## 30. CLEANING

At the conclusion of the **Hirer's** permitted times of use, the **Hirer** must leave the **Venue** in a clean and tidy condition and place all rubbish and waste in the bins that are provided.

All fixtures, equipment and utensils must be left in good order and condition.

Cleaning equipment is available for use at **Council** venues and the **Hirer** can access cleaning equipment by arrangement with **Venue Staff**.

If the **Venue** is not adequately cleaned by the completion of the hire period, the **Venue Contact** will arrange for cleaning and removal of any waste, and the **Hirer** will be charged accordingly.

Please note that confetti, glitter and balloons are not permitted in the **Venue** under any circumstance.

## 31. RETURN TO DEFAULT

At the conclusion of the **Hirer's** permitted times of use, the **Hirer** must return the **Venue** to default (ie: the set-up, layout and state of repair as it was at the beginning of the hire). If additional **Venue Staff** are required to reset the room, after the **Hirer** has left, the **Hirer** will be charged for any costs involved.

## 32. KITCHENS

Kitchen equipment available for use in **Council** venues is for heat and serve purposes only. There is to be no food preparation on site at any **Council** venue, except Darebin Arts Centre. For kitchen hire of Darebin Arts Centre, please refer to Appendix 1 on page 14.

The **Hirer** must manage all appropriate regulations and procedures in relation to the Victorian Food Act.

Caterers or **Hirers** must not use or take into the kitchen or any part of the **Venue**, any gas or electrical appliance that is not supplied by **Council** unless permission has been obtained from the **Venue Contact**.

No external appliances or fittings can be left at the **Venue** after the hire has ended.

### 33. CATERING AND FOOD MANAGEMENT

The **Venue**'s kitchens are registered under the Food Act as Class 2 (H/1867). If a **Hirer** is using the services of an external caterer, they are required to provide the contact details and registration number of the caterer on the booking application form.

The external caterer must comply with all appropriate regulations and procedures in relation to the Victorian Food Act.

All breakages are to be reported to the **Venue Contact** and associated costs will be the responsibility of the hirer.

Commercial food vendors such as food vans will be required to provide the **Venue** with their trading permit and Public Liability Insurance to the value of \$20 million prior to the **Event** or they will not be permitted to trade. Further information can be obtained from Council Health Department (phone 8470 8658) or from the **Venue**.

### 34. LIQUOR

The **Hirer** must not bring alcohol into the **Venue** that is to be consumed in the **Venue** without prior written permission from the **Venue Contact**.

The **Hirer** must comply with all the Terms and Conditions of **Council**'s liquor licence. Failure to comply with the rules of the licence will incur a fine.

If the **Hirer** wishes to supply complimentary drinks to its guests as part of the booking, the **Hirer** must obtain the prior approval of the **Venue Contact** in writing before the booking commences (which approval may be granted or withheld in the **Venue Contact**'s absolute discretion). If the **Venue Contact** grants its approval, then any alcohol will be served by **Venue Staff** in line with the **Venue**'s liquor licence and the Responsible Service of Alcohol (RSA). Any costs incurred by **Council** in providing staff to serve alcohol will be charged to the **Hirer** and the **Hirer** must reimburse **Council** for such costs upon demand.

### 35. THEFT AND LOST PROPERTY

The **Hirer** is responsible for the security of their own possessions when they are in the **Venue**.

The **Venue** has a lost property register but **Council** is not liable for the theft or loss of any property in any of its venues.

The **Hirer** hereby indemnifies the **Venue**, **Venue Contact** and **Council** of any claims.

Lost property will be kept for one month and then disposed of.

Hirers must not prop open any of the **Venue**'s external doors.

### 36. DAMAGE

The **Hirer** must not damage floors, walls, curtains, fittings, furniture, or any other part of the **Venue**.

No notices, signs, advertisements, scenery, fittings or decorations of any kind can be put up in the **Venue** or fixed to the walls, doors or any other part of the **Venue**, without the written approval of the **Venue Contact**.

The **Hirer** must ensure that any ice or liquids are enclosed in leak proof containers.

The **Hirer** must inform the **Venue Contact** immediately if any damage or breakages occur at the **Venue**, and any associated costs will be the responsibility of the **Hirer** and must be paid by the **Hirer** to **Council** upon demand.

### 37. PROTECTION OF FLOORS

The **Hirer** must follow the direction of the **Venue Contact** for the protection of floors and must not drag chairs and tables across floors. Chair and table trolleys must always be used.

No gaffer tape, duct tape or masking tape can be used on wooden floors, and all mark-ups must be made using electrical tape.

The **Hirer** is responsible for repairing any damage that they have caused and for paying any associated costs.

### 38. STORAGE

There are no permanent storage facilities at any **Council Venue**, but **Hirers** can request to store materials or equipment temporarily (space allowing) by prior arrangement with the **Venue Contact**.

**Hirers** are not permitted to store any alcohol or illegal substances at the **Venue**.

Any items left behind by the **Hirer** that are not collected within seven (7) days, and without prior agreement with the **Venue Contact**, will be discarded, or given to charity.

**Council** is not responsible for any items that are stored at any **Council Venue**.

### 39. STAFFING

The **Hirer** may use their own personnel for the purpose of presenting the **Event** with prior written approval from the **Venue Contact**. It is the responsibility of the **Hirer** to pay for the services of their own personnel.

### 40. VENUE STAFF

The **Hirer** must follow all reasonable directions or instructions given by **Venue Staff**.

**Council** reserves the right for all **Venue Staff** and **Council** contractors to have free access to the **Venue**, at all times, to carry out **Council** business.

**Venue Staff** rostered in association with the **Hirer's** booking are required to take a minimum 30-minute break every five (5) hours. These break times are to be included in the **Hirer's** schedule for the booking.

### 41. PARKING AND SUSTAINABLE TRANSPORT

**Council** encourages all **Venue Staff**, **Hirers** and contractors to use sustainable transport when working in **Council** venues. Please refer to Appendices for specific venue-related parking and loading information.

## 42. GST

- (a) In this clause:
  - (i) words and expressions that are not defined in this Agreement but which have a defined meaning in the GST Law have the same meaning as in the GST Law;
  - (ii) **GST** means GST within the meaning of the GST Law and includes penalties and interest. If under or in relation to the National Taxation Reform (Consequential Provisions) Act 2000 (Vic) or a direction given under s 6 of that Act, the supplier makes voluntary or notional payments, the definition of GST includes those voluntary or notional payments and expressions containing the term 'GST' have a corresponding expanded meaning; and
  - (iii) **GST Law** has the meaning given to that term in the A New Tax System (Goods and Services Tax) Act 1999 (Cth).
- (b) Except as otherwise provided by this clause, all consideration payable under this Agreement in relation to any supply is exclusive of GST.
- (c) If GST is payable in respect of any supply made by a supplier under this Agreement (**GST Amount**), the recipient will pay to the supplier an amount equal to the GST payable on the supply.
- (d) Subject to clause 42(e) the recipient will pay the GST Amount at the same time and in the same manner as the consideration for the supply is to be provided under this Agreement.
- (e) The supplier must provide a tax invoice to the recipient before the supplier will be entitled to payment of the GST Amount under clause 42(d).
- (f) If this Agreement requires a party to reimburse an expense or outgoing of another party, the amount to be paid or reimbursed by the first party will be the sum of:
  - (i) the amount of the expense or outgoing less any input tax credits in respect of the expense or outgoing to which the other party is entitled; and
  - (ii) if the payment or reimbursement is subject to GST, an amount equal to that GST.
- (g) If an adjustment event occurs in relation to a taxable supply under this Agreement:
  - (i) the supplier must provide an adjustment note to the recipient within 7 days of becoming aware of the adjustment; and
  - (ii) any payment necessary to give effect to the adjustment must be made within 7 days after the date of receipt of the adjustment note.

# APPENDICES:

## APPENDIX 1: DAREBIN ARTS CENTRE KITCHEN HIRE COMPLIANCE REQUIREMENTS

In order to hire Darebin Arts Centre's commercial kitchen for the purpose of preparing and cooking food for sale either on-site or off-site consumption, the following documents will need to be provided prior to Darebin Arts Centre at least 7 days prior to the day of hire:

1. Food Registration Certificate:

If your business is registered with a Council other than Darebin City Council, you will need to lodge a Statement of Trade (SOT). A SOT is a statement that lets all relevant councils know when you will be operating your food business in their district, and where. You can do this at **Streatrader**:

<https://streatrader.health.vic.gov.au>

2. Food Safety Supervisor Certificate: at least one person working in the kitchen must have formal qualifications

3. Menu: List the types of food you intend on preparing, including all ingredients to be brought onsite.

4. Food Safety program document: this document needs to include how you will clean and sanitise the kitchen throughout the duration of your hire period at Darebin Arts Centre's commercial kitchen. Food Safety Record templates can be found here: <https://www2.health.vic.gov.au/public-health/food-safety/foodbusinesses/food-safety-program/food-safety-program-templates/foodsafety-program-template-class-2>

5. Public Liability Insurance certificate of currency

Darebin Arts Centre has a Commercial Kitchen handbook, available upon request, which can provide you with additional information, including: a list of all onsite equipment available including photos; plans of kitchen layout; kitchen loading dock; examples of how to provide information required above; and a guide to cleaning and sanitising for food businesses. Please contact [dacevents@darebin.vic.gov.au](mailto:dacevents@darebin.vic.gov.au) to request a copy.

## APPENDIX 2: DAREBIN ARTS CENTRE PARKING AND LOADING

Darebin Arts Centre is located at 401 Bell St, on the corner of Bell St and St Georges Rd, Preston. It offers ample unrestricted parking for 136 car spaces, including four accessible parking spaces. The car park access entrances are from Peter Street and St Georges Rd.

**Hirers** unloading for their event may enter via the main foyer entrance, which includes ramp access into the venue.

Kitchen **Hirers** may unload via the kitchen loading dock, located in the carpark adjacent to St Georges Rd.

## APPENDIX 3: NORTHCOTE TOWN HALL ARTS CENTRE PARKING AND LOADING

### I. Civic Square

Parking is not permitted anywhere on site. The Civic Square access is for emergency vehicles only. If you require access to the Civic Square to load or unload equipment, please arrange this with the **Venue** prior to coming on site.

The timber boardwalk is located on the Civic Square adjacent to the dock doors. Vehicle access to this surface is prohibited at all times due to reduction in the asset's weight loading as a result of the deterioration of the infrastructure. The structure is safe for foot traffic and other light weight equipment such as marquees only.

### II. Westbourne Grove

There is a limited drop off zone on the north side of the Venue on Westbourne Grove. Please arrange the use of this zone with the Venue prior to coming on site.

Please inform the **Venue Contact** if you require trolleys for the safe movement of equipment before you access the site.

### III. Street parking and green travel

There is limited street parking available in the vicinity so please plan your parking options before your booking commences. The **Venue** can provide a site map of available nearby parking.

**Hirers** are encouraged to take careful consideration of the green travel options available; the **Venue** will supply **Hirers** with information. **Council** encourages all visitors to the **Venue** to use public transport where possible.

## APPENDIX 4: COMMUNITY HUBS PARKING AND LOADING

Darebin Intercultural Centre is located at 59a Roseberry Avenue, Preston. There is limited, timed street parking available in the surrounding streets, so please plan your parking options before your booking commences. Preston train station is just a short walk away. There are numerous bus routes that drive nearby.

Reservoir Community and Learning Centre is located at 23 Edwardes Street, Reservoir. There is a 2 Hour Carpark at the rear of the building, accessed via Cleeland Street. Reservoir Train Station is very close by on Spring Street and is serviced by numerous bus routes.

Keon Park Children's Hub is located at 1-7 Dole Avenue, Reservoir. There is a small all-day carpark at the front, and numerous on-street options nearby. Bus Route 556 runs close by along Cheddar Road, and Routes 902 and 552 are nearby as well.

Darebin North East Community Hub is located at 35 Copernicus Crescent, Bundoora. There is an all-day carpark at the rear of the building, as well as numerous on-street and shopping centre carparks nearby. Tram Route 86 also runs close by along Plenty Road.

Fairfield Community Room is located in the Fairfield Community Centre at 84 Arthur Street, Fairfield. There is limited, timed street parking available in the surrounding streets, so please plan your parking options before your booking commences. Fairfield Train Station is very close by on Station Street, and the area is also serviced by numerous bus routes.

Clyde Street Community Hall is located at 64 Clyde Street, Thornbury. There is a small off-street carpark at the front of the hall, as well as ample street parking nearby. Bus Route 250 also runs close by along Victoria Road.

Donald Street Community Hall and the Ruthven Pavilion are both accessed via Donald Street, Preston. There is an off-street carpark along the side of Ruthven Reserve, and on-street parking nearby as well. Bus Routes 382 and 556 run close by along Albert Street.

**Council** encourages all visitors to the **Venue** to use public transport where possible.

Please inform the **Venue Contact** if you require trolleys for the safe movement of equipment before you access the site.